

**Request for Quotes
T-Shirts, Polo Shirts & Fleece Clothing Items
15NEE210G**

Released: Thursday, March 5, 2015



Deadline for Questions –

**Quotes Due
11:00 AM Thursday, March 26, 2015**
Kate Fitzpatrick, Town Manager
1471 Highland Ave.
Needham, Massachusetts 02492

**Town of Needham
Request for Quotes
T-Shirts, Polo Shirts & Fleece Clothing Items
15NEE210G**

PRODUCT SPECIFICATIONS

The Town of Needham is requesting quotes to provide T-shirts, Polo shirts and Fleece Clothing Items (Vest and Jackets) for Town staff on as "needed" basis. The Town will award one contract.

All items must be available in women and men's sizes, and must be offered in a variety of colors. The Town is specifying brands to ensure consistency of quality.

The successful Bidder must be able to provide screen print and embroidery services in a variety of colors and without a set up fee. Bidder must commit to provide clothing items in accordance with the Town's specifications and as listed on the Quote price form. Substitutions **will not** be accepted after award.

The Vendor shall maintain adequate inventory of all sizes and colors for items listed in this RFQ and must be able to fulfill order within 3 weeks (15 business days) from the time the order is placed. The Vendor must notify the Town personnel immediately of any delays or difficulties in order fulfillment. Items delivered after 30 business days may be deemed unacceptable and returned to the vendor at no cost to the Town. Any improperly manufactured item or items that have been screen-printed/embroidered contrary to the Town's instructions must be replaced by the Vendor within one (1) week from the time of notification. All shipping and delivery expenses are the responsibility of the Vendor; the Town is not to be billed separately. Bidders are to submit a sample Ordering Form for placing orders with their quotes and identify the Customer Service Representative to be assigned to this account.

All listed quantities are estimates and not firm.

Services required:

Silk screened will be one color as specified and generally consist of the Town Seal (2.75" diameter) with Department/Division name under the seal, or Department logo with the name of the Department under the logo, others will have specific lettering and/or art work on the back of the shirt, and some will have art work on the front, or front and back of the shirt. No set-up fee may be charged. Please see Appendix A.

Embroidery will generally consist of the Town Seal in one color thread, with the Town and/or Department name below the seal, typically 2.75 inches in size. No set-up fee may be charged. Please see Appendix A.

Items needed:

(A) T-shirts:

- **Gildan brand or equivalent in quality**
- **Short and long sleeve**
- **Pre-shrunk, machine washable**
- **Material must be able to withstand normal wear and tear and multiple washes.**

- 50/50 cotton/polyester mix and 100% Cotton must be offered
- No pocket
- Adult sizes
- Variety of colors
- Optional: Women's style short-sleeve T-shirt (i.e. feminine shaping). (Bidder is not required to offer)

(B) Men's Polo Shirts:

- Pique style: hemmed short-sleeves, 3-button; rib-knit collar, no pockets.
- Office wear style (i.e. "dressy"), wrinkle and crease resistant
- 60/40 Cotton/Polyester; 50/50 Cotton Polyester or 100% Cotton
- Pre-shrunk, machine washable
- Variety of colors
- Material must be engineered not to fade, pill, or shrink more than 5%
- Material must be able to stay soft through multiple washes and wearings.

(C) Women's Polo Shirts:

- Pique style: hemmed short-sleeves, 3-button; rib-knit collar, no pockets.
- Office wear style (i.e. "dressy"), wrinkle and crease resistant
- "Princess" fit – tailored to accentuate feminine shape
- 60/40 Cotton/Polyester; 50/50 Cotton Polyester or 100% Cotton
- Pre-shrunk, machine washable
- Variety of colors
- Material must be engineered not to fade, pill, or shrink more than 5%
- Material must be able to stay soft through multiple washes and wearings.

(D) Fleece Jackets:

- Harriton Fleece Jacket Model M990 (Men's) or M990W (Women's) or equivalent in quality and style
- 100% Spun polyester fleece (midweight)
- Non-pill finish
- Highly breathable
- Front zip-pockets
- Full length zipper
- Non-roll elastic cuffs – guaranteed against fraying
- Drawstring cord bottom hem
- Variety of colors
- Machine washable
- Material must be able to stay soft through multiple washes and wearings.
- Women's style must be tailored –fit with contoured panels to accentuate feminine shape (e.g. Raglan sleeves, princess seams, body skimming fit, etc.)

(E) Men's Fleece Vests:

- **Harriton Fleece Jacket Model M985 (Men's)**
- **100% Spun polyester fleece (8 oz. fleece weight minimum)**
- **Non-pill finish**
- **Highly breathable**
- **Front zip-pockets**
- **Full length zipper**
- **Drawstring cord bottom hem**
- **Variety of colors**
- **Machine washable**
- **Material must be able to stay soft through multiple washes and wearings.**

(F) Women's Fleece Vests:

- **Tailored Style –fit with contoured panels to accentuate feminine shape (e.g. Gently contoured silhouette, raglan sleeves, princess seams, body skimming fit, etc.)**
- **100% Spun polyester fleece (8 oz. fleece weight minimum)**
- **Non-pill finish**
- **Highly breathable**
- **Front zip-pockets**
- **Full length zipper**
- **Drawstring cord bottom hem**
- **Variety of colors**
- **Machine washable**
- **Material must be able to stay soft through multiple washes and wearings.**

GENERAL TERMS

1.1 RULE FOR AWARD

The Town reserves the right to reject any and all quotes as determined to be in the best interests of the Town and to waive minor informalities.

This contract is procured under M.G.L. Chapter 30B. The contract will be awarded to the responsive and responsible bidder offering the lowest price. There will be only one contract awarded under this bid.

The Town Manager is the awarding authority for the contract. Further the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment and performance obligations shall depend on the availability and appropriation of funds.

Upon bidder selection, the Town of Needham will mail or email the contract to be executed by the Bidder, who will return the required number of copies with the required insurances and bonds. The Town of Needham will then counter-sign the contracts and will return one complete contract to the Bidder. Unless otherwise noted by the Town, the terms and conditions contained therein are **NOT** negotiable.

1.2 QUANTITIES

Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. Any quantities indicated on the Bid Price Form or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The Vendor shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the bid.

1.3 CONTRACT TERMS

The successful Bidder must enter into the Form Agreement prepared by Town Counsel (Sample Available Online). In accordance with Massachusetts General Laws, the contract continuation beyond first year is subject to annual appropriation and/or availability of funding.

The Town may terminate the Contract at any time upon written notice for any reason including its own convenience or for cause, including but not limited to, failure to perform the work required under the contract, failure to document satisfactorily to the Town amounts being charged, failure to have any necessary local, State or Federal licenses and/or permits, failure to pay any and all required taxes, failure to comply with any local, State or Federal regulations pertaining to services to be provided, failure to promptly correct any performance or lack of performance which conflicts with the Town's use, and failure for satisfactory behavior of all staff and management. In the case of a termination for cause, the Town shall give the Contractor a written notice as provided in the Agreement.

1.4 INSURANCE

The bidder awarded the contract under this procurement must provide proof of insurances in at least the minimum amounts required in the contract, and when requested, shall name the Town as an additional insured for the amounts written.

The bidder awarded the contract shall deliver a Certificate of Insurance with liability limits satisfactory to the Town, and covering the operations and activities of the successful contractor and subcontractors, if any.

The bidder awarded the contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope or amount of any such policy or policies. Compliance by the bidder with the insurance requirement, however, shall not relieve the bidder from liability under the indemnity provisions.

1.5 INDEMNIFICATION

The bidder awarded the contract shall indemnify, defend, and hold harmless the Town and all of the Town's officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or damage to property of the Town or any person, firm, corporation or association arising out of or resulting from any negligent act, omission, or negligence of the bidder awarded the contract, its subcontractors and its and their agents or employees in the performance of the work covered by the contract and/or failure to comply

with terms and conditions of the contract, but only in respect of such injuries or damages sustained during the performance and prior to the completion and acceptance of the work covered by the contract and to the extent such injuries or damages are not covered by the Town's insurance. The foregoing provisions shall not be deemed to be released, waived or modified in any respect by reason of any surety or insurance provided by the bidder under the contract.

1.6 PAYMENT AND DISCOUNT TERMS, ADJUSTMENTS FOR INCOMPLETE OR UNACCEPTABLE WORK

Payment and Discount Terms

Payment terms for the Town of Needham are net 30 days. Indicate discounts, if any, for payments made less than 30 days. The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled. Any charges not billed within 60 days from the month which the goods and services were provided will be forfeited by the Vendor.

Invoices are to itemize charges for labor, equipment, and supplies. The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed. Invoices must include the Town's purchase order number. The Purchase Order number will change with each fiscal year.

Invoices for additional services must include the date and times of the work, the type of the services performed, the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Adjustments for Incomplete or Unacceptable Work

The Town reserves the right to withhold payment for incomplete or unacceptable work, as outlined in this IFB. The Town shall provide notice of any work that is deemed to be incomplete or unacceptable, for which the Vendor shall rectify that condition to the satisfaction of Town. The Town will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the Vendor.

The Vendor shall take all proper precautions to protect Town and private property from damage and/or loss. Should any damage to, and/or loss of, property be caused by the Vendor, the Vendor will be required to make repairs and/or restitution immediately at its expense.

1.5 TAXES

Purchases made by the Town are exempt from the payment of all Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. If requested, the Town will provide the awarded bidder with a copy of the Certificate of Exemption.

1.6 PUBLIC RECORDS

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by a vendor in response to this Bid. Thus vendors who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the vendor in response to this Bid will be open for inspection by any person and in accordance with Massachusetts General Laws, Chapter 66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded. Unless specifically addressed by statute, the Town may charge twenty cents (\$0.20) per page for photocopies, twenty-five cents (\$0.25) per page for microfilm copies and fifty cents (\$0.50) per page for computer printouts. The Town may charge the actual cost of reproducing a copy of a record that is not susceptible to ordinary means of reproduction, such as large computer records or over-sized plans. The Town may charge and recover a fee for the time an employee spends searching, redacting, photocopying and re-filing a record. The Town will provide a written, good faith estimate of the applicable copying, search time and segregation time fees to be incurred prior to complying with a public records request where the total costs are estimated to exceed ten dollars (\$10.00).

All proposals, materials, drawings, plans, etc. shall become the property of the Town and may be considered under the Public Records Law public information.

1.7 CONFLICT OF INTEREST

By execution of a contract with the Town of Needham, the Bidder acknowledges that the Town of Needham is a municipality for the purposes of Massachusetts General Laws, Chapter 268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with the obligations of the contractor based on said statute.

1.8 TIE BID

In the event that there is a **tie bid** between two (2) responsive and responsible bidders, the award of the contract will be determined by a coin toss. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. In the event that there is a **tie bid** with three (3) or more responsive and responsible bidders, the award shall be made by a draw by lot limited to those bidders. The coin toss/draw by lot shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss/drawing shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the Needham Town Hall during regular business hours.

1.9 OTHER NOTICES

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation or national origin.

The Bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (Massachusetts General Laws, Chapter 151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful Bidder may receive or award as a result of this contract.

Any services provided by the Bidder shall be rendered through a professional services contract; the Bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The Bidder shall comply with Massachusetts General Laws, Chapter 66A if the Bidder becomes a "holder" of "personal data". The Bidder shall also protect the physical security and restrict any access to personal or other Town data in the Bidder's possession, or used by the Bidder in the performance of the Contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment or systems.

Please submit with your quote:

1. **Bid Price Form**
2. A signed **Certificate of Good Faith**;
3. A completed **Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue;
4. A completed **Certificate of Authority** (attached) or **Corporate Resolution**; if applicable;
5. If applicable, clearly identify all exceptions to the town's specifications and include in writing with your response.

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Bid Price Form
T-Shirts, Polo Shirts & Fleece Clothing Items
15NEE210G
(Bid Form Consists of 4 Pages)
Please return by 11:00 AM on March 26, 2015

Bidder Name: _____

The **Bid Form** or an exact copy is to be signed by the individual authorized to negotiate for and contractually bind the Bidder. Failure to fully complete the form, provide the requested information, or make any alterations may be considered a **conditional bid**. Conditional bids will be rejected.

Please type or print legibly. The bidder agrees with submission of this bid that the offer is effective for (a) at least ninety (90) calendar days from the quotes due date.

Please provide a unit price for all items or indicate "not available" as applicable.

Item	Brand Offered		Style No.
T-shirt 50/50 Blend			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	65	\$
2XL-5XL	\$	10	\$
5XL and larger	\$	1	\$

Item	Brand Offered		Style No.
T-shirt 100% Cotton – Short sleeve			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	380	\$
2XL-5XL	\$	20	\$
5XL and larger	\$	1	\$

Item	Brand Offered		Style No.
T-shirt 100% Cotton – Long sleeve			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	85	\$
2XL-5XL	\$	1	\$
5XL and larger	\$	1	\$

Item	Brand Offered		Style No.
Men's Pique Polo Shirt			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	26	\$
2XL-5XL	\$	11	\$
5XL and larger	\$	4	\$

Item	Brand Offered		Style No.
Women's Polo Shirt			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	24	\$
2XL-5XL	\$	2	\$
5XL and larger	\$	1	\$

Item	Brand Offered		Style No.
Men's Fleece Jacket			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	15	\$
2XL-5XL	\$	3	\$
5XL and larger	\$	3	\$

Item	Brand Offered		Style No.
Women's Fleece Jacket			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	13	\$
2XL-5XL	\$	1	\$
5XL and larger	\$	1	\$

Item	Brand Offered		Style No.
Men's Fleece Vest			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	5	\$
2XL-5XL	\$	3	\$
5XL and larger	\$	2	\$

Item	Brand Offered		Style No.
Women's Fleece Vest			
Sizes:	(A) Unit Price	(B) Estimated Qty.	(C) Total
XXS-XL	\$	6	\$
2XL-5XL	\$	1	\$
5XL and larger	\$	1	\$

Silk-Screen Charge per item: \$_____

Additional Charge per item for silk-screen on Back side \$_____

Embroidery Charge per item: \$_____

The prices shall NOT TO INCREASE during the contract period. In the event that the unit price and the total price differ, the unit price shall prevail.

PROMPT PAYMENT DISCOUNT (Not required but if NOT offering a discount indicate by writing "ZERO") The Town of Needham general payment terms are net 30 days. Enter the Prompt Payment Discount percentage (%) off the invoice amount, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days.

Prompt Payment Discount %	Payment Issue Date within
%	10 Days
%	15 Days
%	20 Days
%	30 Days

Note: The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, group of individuals, or legal entity.

(Name of Company)

BY: _____
(Signature of Bidder)

(Printed Name and Title of Signatory)

Business Address

(City/Town, State Zip)

(Telephone) (FAX)

(Email)

(Place and Date When the Business was Organized)

If incorporated, identify the State of Incorporation and Date.

STATE OF INCORPORATION (DATE) ()

* attach certificate of authority, if applicable

If the bidder is a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

(Date this quote was submitted)

Bidder Information Response
T-Shirts, Polo Shirts & Fleece Clothing Items
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Legal Name of the Bidder: _____

Company Name: _____

Company Address: _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Company Fax number: _____

State of Incorporation (Date): _____

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual submitting the bid (this is the individual who should sign the Certificate of Good Faith):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Individual to be contacted about the bid (if different from the individual submitting the bid):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

Individual authorized to contractually bind the company (This will be the individual whose name and title will appear in the contract documents and will execute the contract if the contract is awarded to the company):

Name: _____ Title: _____

Mailing Address _____

Telephone: _____ Fax number: _____

Email Address: _____

Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the Bidder (Company) to contract, if awarded? ☐ Yes ☐ No
2. Is the bidder prepared to provide the insurances as required? ☐ Yes ☐ No
3. Has the bidder placed any conditions or restrictions with its bid to the Town which conflict with the Scope of Services? ☐ Yes ☐ No If yes, the bid may be deemed conditional.
4. Has the Bidder identified any and all exceptions to the Town's specifications and are they included in the submission? ☐ Yes ☐ No
5. Is the Bidder prepared to execute the Town's contract if awarded? ☐ Yes ☐ No

Signature of the Bidder: _____

Printed Name and Title of Signatory: _____

Date: _____

This form must be completed and filed with bid submission.
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CERTIFICATE OF GOOD FAITH

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____(name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

☐ as partner for _____, a partnership.

☐ as _____ for _____, a corporation.

☐ as attorney in fact for _____, the principal.

☐ as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

This form must be completed and filed with bid submission

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Certificate of Good Standing issued by the Massachusetts Department of Revenue dated no earlier than 90 days before the bid submission deadline may be submitted in place of this certificate.

Pursuant to Massachusetts General Laws, chapter 62C, section 49A, the undersigned acting on behalf of the Bidder*, certify under the penalties of perjury that to my best knowledge and belief, the Bidder* is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Bidders, and withholding and remitting child support.

Individual

Signature

Date

Name (please type or print)

Social Security Number

Corporate

Corporate Name (please type or print)

Signature of Corporate Officer

Date

Name of Corporate Officer (please type or print)

Title (please type or print)

Taxpayer Identification Number

** As used in this certification, the word "Bidder" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals*

This Form or Certificate of Good Standing issued by the Massachusetts
Department of Revenue is to be filed with the bid submission.

CERTIFICATE OF AUTHORITY

1. I hereby certify that I am the Clerk/Secretary of _____
(Insert full name of Corporation)
2. corporation, and that _____
(Insert the name of officer who signed the **contract and bonds**)
3. is the duly elected _____
(Insert the title of the officer in line 2)
4. of said corporation, and that on _____
(The date must be **ON OR BEFORE** the date the officer signed the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(Insert **name** from line 2) (Insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____ AFFIX CORPORATE
(Signature of **Clerk or Secretary**)* SEAL HERE

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(Insert a date that is **ON OR AFTER** the date the officer signed the **contract and bonds.**)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

Appendix A
T-Shirts, Polo Shirts & Fleece Clothing Items
15NEE210G

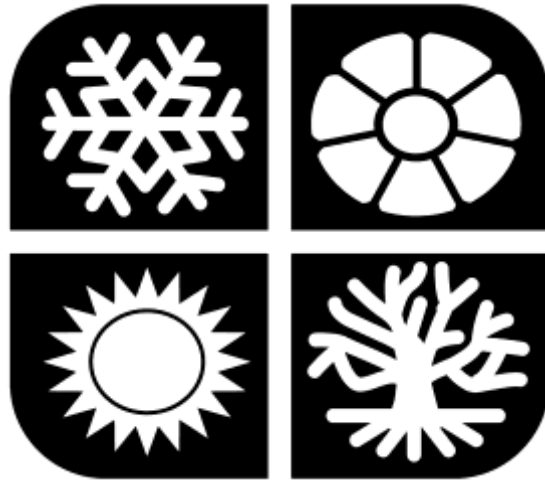
Town of Needham Logo:

2.75" In size (enlarged to show detail – jpeg will be provided to awarded contractor)



Park & Recreation Logo:

NEEDHAM



PARK AND RECREATION STAFF